

FTB REQUESTS FROM COUNTIES PROCEDURES

To complete the information for the returns you will need:

- FTB request form (FTB 3524 C1 [Rev 9-2008])
- One form for each individual's tax record, for each year requested
- A separate request must be submitted to obtain a spouse's tax return.

Helpful Information:

- Appropriate signature – the SIU supervisor or higher (must be designated single point of contact)
- Access Code – field may be left blank
- Tax year availability changes after April 30 of each year (e.g., after April 30, 2012, only tax years 2011 and 2010 will be available) under restrictions imposed by Revenue and Taxation Code, Div. 2, Part 10.2, Chap. 7, Article 2, § 19553.
- **FAX to:**
916-651-5009
California Department of Social Services, Fraud Bureau
Attn: Amy Carter, Analyst
- **Or mail to:**
CDSS – Fraud Bureau
744 P Street, MS 9-11-26
Sacramento, CA 95814
Attn: Amy Carter
- Your request will then be forwarded to FTB for processing.
- Upon receipt from the FTB, records and/or information received regarding your request will be returned to you via secure mail.

If you have any questions, please call Amy Carter, Policy Analyst at (916) 653-1826 or email Amy.Carter@dss.ca.gov.